



Loudoun County, Virginia

www.loudoun.gov



Department of Family Services

102 Heritage Way, N.E., Suite 103, Leesburg, VA 20176-4544

MSC80

(703) 777-0353 • Fax: (703) 737-8411

NOTICE OF REQUIRED ANNUAL ANNIVERSARY AFFIDAVIT

Dear Property Owner:

Enclosed you will find a copy of the required Anniversary Affidavit for your review and signature. As you know, this is an annual requirement of the Affordable Dwelling Unit /Loudoun County Homebuyers Opportunity Sales Program.

The **original** Affidavit **must be completed, signed, notarized, and returned** to the Loudoun County Department of Family Services **no later than June 1st of each year you own your home.** This requirement is in accordance with the provisions of the 1993 Loudoun County Zoning Ordinance and Chapter 1450 of the Loudoun County Codified Ordinance. The **ORIGINAL** affidavit should be sent to the attention of Leonard Goldberg, Housing Specialist. **Copies of the affidavit will not be accepted. YOU WILL NOT RECEIVE ADDITIONAL NOTICES OR REQUESTS FOR THIS INFORMATION.**

Please be advised that failure to submit the enclosed Affidavit is a violation of Section 7-110 of the 1993 Loudoun County Zoning Ordinance and will result in the issuance of civil penalty citations by the Department of Building and Development/Zoning Enforcement Division. In accordance with Section 7-110 of the 1993 Loudoun County Zoning Ordinance, the fine for failure to submit the Affidavit is **\$50.00 every ten days**, not to exceed a total of **\$3,000.00**, until such time as the Affidavit is received by the Loudoun County Department of Family Services. **If the Affidavit is not received by the Department of Family Services by June 1st, the issue will be referred to the Loudoun County Zoning Enforcement staff, and you will be subject to fines.**

This determination applies solely to the referenced property and is not binding upon the County, the Zoning Administrator or any other official with respect to any other property. No person may rely upon this determination with respect to any other property other than the referenced property.

Please be advised that any person aggrieved, or any officer, department or agency of Loudoun County affected by an order, requirement, decision or determination made by an administrative officer in the administration or enforcement of the provisions of the Zoning Ordinance may appeal said decision within thirty days to the Board of Zoning Appeals in strict accordance with Section 15.2-2311 of the *Code of Virginia*.

To file an appeal you must:

Provide a copy of this letter

Complete an "Application for Appeal Form" (available at 1 Harrison St., Second Floor Counter),

Provide a written statement specifying the reasons for your appeal, and
Include a check payable to Loudoun County in the amount of \$350.00

The appeal must be filed with the Zoning Administrator and Chairman of the Board of Zoning Appeals no later than June 1st of the current year.

If you have additional questions regarding this Notice, please contact the undersigned Housing Specialist.

L. Goldberg, ADU Housing Specialist for:
Nicole Dozier, Zoning Administrator
Zoning Administration, Enforcement Division
Telephone (703)-777-0353

Attachment: Annual Affidavit